

EPMAC INSTRUCTION 5200.3B

Subj: COMMAND TRAINING, PLANS, POLICIES AND PROCEDURES

Ref: (a) HRONOLAINST 12410.10
(b) BUPERINST 1430.16D
(c) OPNAVINST 5354.1D
(d) OPNAVINST 1500.22E

1. Purpose. To provide policy and guidance on military and civilian training and development. This instruction is a complete revision and must be reviewed in its. Entirely.

2. Cancellation. EPMACINST 5200.3A and EPMACINST 12410.3B.

3. Background. Within the framework of available resources, Enlisted Placement Management Center (EPMAC) will provided an effective training program for civilian and military personnel assigned per references (a) through (d). The goal of the training and development program is to facilitate mission productivity through formal and informal learning experiences aimed at acquiring knowledge, skills, and abilities to improve or maintain desired levels of employee performance.

4. Information

a. Managers and supervisors will use a systemic planning process for making training decisions. This process must directly relate to training objectives, reflect a concern for relative priorities and urgency of training sources. For civilian personnel, an accurate position description will provide supervisors with the necessary information on job requirements. Managers and supervisors should provide means for subordinates to achieve the viewed as an investment, producing improvements in individual and organizational work performance.

b. The Equal Employment Opportunity Act of 1972 stipulates training programs shall be designed to provide maximum opportunity for employees to perform at their highest potential. When choosing employees for training, there will be no discrimination because of race, age, color, religion, sex, national origin, or physical/mental disability.

c. General Military Training (GMT) is an integral part of military personnel training which provides guidance and information on matters affecting personal welfare both on and off duty. The Military Training Officer is responsible for coordinating, scheduling and monitoring all required GMT.

D. The Career Ladder Training Program permits management to fill positions below the target level with an established training plan for the individual selected. An individual plan is required for each level identified under the target level and must carefully list knowledge, skills, and abilities necessary for successful performance in target position.

5. Action. The Planning Board for Training (PBFT) is responsible to the Commanding Officer for developing a command Training Program. The Program provides training to upgrade skills and knowledge, enhance productivity, and ultimately produce a well-trained and qualified workforce. The PBFT will ultimately produce a well-trained and qualified workforce. The PBFT will meet as required.

a. PBFT membership will include the following:

- (1) Executive Officer (Chairman)
- (2) Command Master chief
- (3) Department/Office Directors
- (4) command Training Officer, Director, civilian Personnel/command Training Division
- (5) Military Training Officer

b. Responsibilities:

(1) PBFT shall:

(a) Purpose policies, methods, and procedures for executing the Command Training Program.

(b) Approve an annual Training Plan (military and civilian training requirements) and publish changes to that plan as required.

(c) Ensure command-training requirements are coordinated.

(d) Make recommendations concerning changes, records, reports, and other control procedures.

(e) Review and evaluate results of the training program, making recommendations on continued use of training sources.

(f) Consider immediate and long range objectives for command training.

(2) Department/Office Directors will ensure training and development for their employees. They shall:

(a) Determine and prioritize organizational and individual training needs. As required, prepare Individual training Plans (ITP),

which schedules employees for specific training. Consideration should be given to the individual, functional, and organizational urgency of the requirement as follows:

1. Priority One - ESSENTIAL: Training that must be accomplished in the ensuring annual training cycle to avoid adverse effect on job or mission accomplishment. Also, training designed to address a significant performance related deficiency.

2. Priority Two - NEEDED: Training which is required to provide systemic replacement of skilled employees through developmental programs. Also, training designed to improve the individual's overall knowledge, skills, and abilities or to improve organizational effectiveness, which should be done during the ensuing training cycle to avoid adverse effect on job or mission accomplishment.

3. priority Three - HELPFUL: Training provided for an employee who is performing at a satisfactory level of competence. Such training will generally increase the employee's efficiency and productivity.

(b) ensure mandated training is accomplished and evaluation on the EPMAC Participant course Evaluation form (EPMAC 1500/4) is completed within five days after training.

(3) Command Training Officer shall:

(a) Determine training availability to meet needs of the organization and obtain training most responsive to those needs in terms of applicability, quality, and timeliness at the least cost.

(b) Provide supervisors assistance in establishment of a Career Ladder Training plan within 30 days after an employee is assignment into a career ladder position.

(c) Maintain command records necessary to effectively plan training, manage and justify resource expenditure and avoid redundant training. Upon receiving supervisor input, prepare an annual Training Proposal for the upcoming fiscal year as required. In consultation with the Budget Officer ensures funding is available. The completed plan will be submitted to the PBFT for approval.

(d) Serve as point of contact with Human Resource Service Center southeast (HRSC-SE) employee Development Specialist, and other government and non-government vendors who serve as sources of training.

(e) Serve as central point for preparation and issuance of DD Form 1556 (Request, authorization, Agreement, and Certification of Training and reimbursement), and submit for approval.

(f) Document all attendance and maintain an automated database on all training.

(g) In conjunction with the Military Training Officer, hold a monthly meeting with code representatives to establish, coordinate, review, or recommend changes to the Command Training Plan. Provides recommendations to the PBFT on all matters pertaining to training.

(4) Military Training Officer shall:

(a) Develop an annual GMT schedule with monthly topics and presenters per reference (d).

(b) Schedule Military Personnel for Navy Leadership continuum Training as necessary for advancement per reference (c).

(5) Supervisors shall:

(a) Work with the command Training Officer to ensure all employees are appropriately trained for their job.

(b) Develop Career Ladder Training plans for Career Ladder positions, At least 50% of the training plan must consist of on-the-job training assignments. The remaining training will consist of formal training, reading materials relative to the position, and self-development.

(c) Write quarterly supervisory and employee training evaluations for career Ladder positions.

(d) Upon satisfactory completion of the training period, write a summary evaluation of the employee's achievement and performance.

(e) Submit a recommendation regarding promotion to the next or target level of the position to the command Training Officer within 10 days following the end of the period being rated.

6. Forms. Request for Training EPMAC 12410/1 and EPMAC Participant Course Evaluation, EPMAC 1500/4 may be obtained on the command Intranet Training site.

G. B. DYE

Distribution:
Command Intranet